

TOWN OF BEDFORD

RFQ

FEASIBILITY STUDY FOR THE CREATION OF A  
TOWN HISTORICAL MUSEUM

October 28, 2016

Proposals to be received by:  
11:00 a.m. on November 23, 2016  
10 Mudge Way  
Town Manager's Office  
Bedford, MA 01730

# **Town of Bedford, Massachusetts Museum Study Request for Qualifications**

## **General Information:**

The Town of Bedford, Massachusetts is a suburban community located 15 miles northwest of Boston. Bedford encompasses 13.9 square miles and has a population of approximately 14,000. It seeks a proposer to complete a feasibility study, schematic designs and construction cost estimates that will result in recommendations for steps to be taken by the Selectmen in moving forward to establish a museum documenting the exciting and educational stories that comprise Bedford's history. Sealed applications for the Museum Study must be received, in-person or by postal mail, by the Town Manager's Office, 10 Mudge Way, Bedford, Massachusetts 01730 by 11:00 a.m. on November 23, 2016. The clock at the Town Manager's Office will be considered official. Any interpretation or supplemental information provided to respondents will be issued in the form of written addenda to the RFQ and will be sent by email to all persons on record as having received the RFQ.

Faxed proposals and emails of proposals are not acceptable. With submission of a proposal, the proposer acknowledges that he, she, or it has read and understands the requirements and conditions herein. Regardless of the cause of delay, no proposals that are received after the deadline shall be given any consideration. The responsibility for ensuring the receipt of proposals before the specified closing time is incumbent upon the respondents.

By submitting an application, the applicant agrees that its application(s) shall be firm and may not be withdrawn for a period of forty-five (45) days, Saturdays, Sundays and legal holidays excluded, after the opening of the proposals on 11/23/16. The Contract will be awarded to the most advantageous responsive and responsible applicant experienced in preservation and rehabilitation of public historic buildings and, preferably, the design of museums or similar spaces, and capable of performing the services contemplated and meeting the minimum criteria. Each proposal will be screened to determine whether it meets all of the proposal submission requirements.

Contract documents consisting of General Instructions to Proposers, Specifications, Proposal Forms, Contract and other documents may be examined by contacting the Chief Procurement Officer. The Town reserves the right to accept or reject, in whole or in part, any or all applications or take whatever other action may be deemed to be in the best interest of the Town of Bedford.

References will be requested.

The Town of Bedford is an affirmative action/equal opportunity employer and purchaser.

# **REQUEST FOR QUALIFICATIONS FEASIBILITY STUDY FOR THE CREATION OF A TOWN HISTORICAL MUSEUM**

## **I. INTRODUCTION**

The Town of Bedford has been studying alternatives for reestablishing a museum for display of significant artifacts and documents relating to the Town's history and for educational outreach to its schools, to the community and to the general public. A space dedicated to a museum was operated by the Bedford Historical Society in the Stearns Memorial Building (former Library) for over 40 years between 1951 and 1996, pursuant to a 1951 Town Meeting vote to complete the building, including an "assembly room for the Bedford Historical Society." When the Stearns Building was closed for renovations to become the Town's new Police Station, the historical artifacts were placed in storage, and later about 230 square feet of space was set aside in the new Police Station for the Historical Society's use.

An Ad Hoc Historical Museum Study Committee (hereinafter called the Ad Hoc Study Committee) was established by the Selectmen in 2014 to evaluate alternatives for reestablishment of a museum. The Committee's final report was accepted by the Selectmen in July, 2015 (Attachment A). It contains numerous useful appendices, including the Bedford Historical Society's two-year prior study of successful town museums and the Historical Society's requirements for a successful, Society-operated Town of Bedford Museum; an evaluation of surrounding town museums; and the pros and cons of using various Town-owned sites. The Ad Hoc Study Committee reduced the preferred sites for the museum to one of five Town-owned historic buildings located within the Old Bedford Center National Register Historic District (NRHD). The Selectmen have further reviewed the recommended sites and reduced the list to the following three sites:

Police Station (former Stearns Mem. Library)	2 Mudge Way
Old Town Hall	16 South Road
Town Center (former Union School)	12 Mudge Way

In the conclusion of its report, the Ad Hoc Study Committee recommended that the Selectmen "engage a consultant to conduct a financial analysis of the requirements necessary to establish a museum at those sites and review a museum's impact on tourism, local business and Town resources and infrastructure." Town Meeting in November 2015 approved funds for a feasibility study to develop preliminary designs and obtain cost estimates for at least 2 or 3 of the recommended sites. This proposal is intended to evaluate the three sites selected by the Selectmen and to perform the required financial analysis prior to reestablishment of a museum.

## **II. SCOPE OF SERVICES**

This Request for Qualifications (RFQ) describes the procedures and requirements of the Town in its selection for proposed design services. The project will be divided into three phases as described below.

## Phase I – Baseline Documentation

The initial phase of this project would be to document and assess existing conditions of the selected buildings, sites and infrastructure to whatever extent locating a museum in each building would result in needed changes to the site conditions or infrastructure. This would include estimating associated costs for modifying each of the sites studied for the museum. It would identify character-defining features and provide preliminary recommendations, if appropriate, on new construction, preservation and renovation methods for the selected buildings.

The applicant would be responsible for working with the Project Coordinator, Selectmen, Historic Preservation Commission, Historic District Commission, the Bedford Historical Society, and other local historical organizations (i.e., Friends of the Job Lane House, Bedford Minuteman Company, etc.) to refine the needs, desires and directions summarized in the Ad Hoc Committee's "Report to Selectmen" and to determine any other specific programming needs, including environmental controls. It would also take into consideration another recent feasibility study performed to address current space needs at the Police Station. The consultant will be required to present, at public meetings, at least three (3) but not more than five (5) presentations to public boards or committees.

Each of the preferred sites is a contributing element to the Old Bedford Center National Register Historic District. The specific methodology applicable for each of the sites is based on varying criteria, as noted here:

Police Station (former Library) – Current space in this building is fully utilized by the Police Department and the Historical Society office, and a Space Needs study was recently completed for the Police Department. An addition on either the west or east side of the building would be required to reestablish a museum at this site. Construction of this building was originally completed in 1951 with donations by the Pickman family in memory of their parents and with the provision that it be a permanent home for the Historical Society. Town Meeting unanimously accepted that donation with its conditions, so compliance with that memorial gift would be a desirable consideration.

Old Town Hall – This building was rehabilitated with a Massachusetts Historical Commission (MHC) matching grant and Community Preservation funds. As a conditional requirement of the Massachusetts Preservation Projects Fund (MPPF) grant from MHC, a perpetual preservation restriction agreement is held by MHC on Old Town Hall. The Great Room on the top floor is used for public meetings and private functions; two lower floors are presently in use; the middle floor is designated as space for Bedford Community Access TV; the lower floor is leased to private organizations.

Town Center (former Union School) – The original Union School portion of this building was rehabilitated with Community Preservation funding, and a new addition was built using town appropriations. It is fully utilized by the Board of Health, Recreation Department, Council on Aging and various community service organizations. In this scenario, it is proposed that the museum be located in the former Union School building with the current office uses being relocated to available unfinished attic space in the old and new portion of the building.

## Phase II – Regulatory Analysis and Design Concepts

During this phase of the feasibility study project, design concepts for the selected sites including programming options would be developed. Preliminary building code assessments would be

performed, considering current code status as well as necessary modifications for future proposed use. A preliminary zoning review would be performed to identify any zoning issues that could impact designs. Alternative conceptual layout options for the selected sites would be considered. The preservation planning aspect of this study should include prioritizing long- and short-term repair and preservation needs for each of the buildings identified for this study prior to evaluating the feasibility of each. The applicant will provide a table of comparative analysis and summary of pros and cons for each location, including rough costs for each, with the applicant's recommendation to be made for the most advantageous location.

### Phase III – Schematic Design and Construction Costs

The third phase of this project would be to provide schematic design level drawings and construction cost projections for the most advantageous location. After consensus is reached regarding design concept options, the design concepts would be reduced to schematic design level drawings for the selected sites and construction cost projections would be made. If appropriate, cost estimates for alternate options on a single site would be developed. A Final Report would be submitted summarizing findings and including the schematic design level drawings and the construction cost projections. The Town of Bedford reserves the right to retain the same architect for development of construction documents and construction administration, upon reaching a mutual agreement regarding fees.

An experienced cost estimator would be required for this phase in order to prepare the construction cost estimates.

## III. QUALIFICATIONS:

The application must include:

- A. The identity of the individual, partnership or team applying for the contract award. If the applicant is a partnership or joint venture, the applicant should specify who will act as lead consultant for contract responsibility. If the consultant intends to sub-contract any work required in the Scope of Services, the subcontractor must be identified.
- B. A qualifications statement, including academic and professional work experience attesting to the applicant's capacity to perform the required work program.

The principal in charge of this project must be experienced in preservation and rehabilitation of historic structures, and, desirably, the design of museums or similar spaces in historic buildings. The lead member of the project team must meet the following qualifications:

- 1) Bachelor's Degree in Historic Preservation, Architecture, Architectural History, History, or a closely related field, and at least two years full-time experience in an area relevant to this project: or
- 2) Master's Degree in Historic Preservation, Architecture, Architectural History, History, or a closely related field.

The project team must include an architect and a structural engineer licensed in the Commonwealth of Massachusetts who are experienced in the preservation and rehabilitation of historic buildings.

C. The historic preservation designers engaged in all phases of this project will require design and architectural qualifications in the design of museums or similar town spaces by rehabilitating historic structures, and must be experienced with the construction bid law for public building projects in Massachusetts, under M.G.L. c. 149, Sections 44A-44M.

D. A statement confirming that the applicant is an Affirmative Action/ Equal Opportunity Employer. Please see Attachment C for full appendices and forms.

## IV. FORM OF APPLICATION

The Town has established that a fixed fee contract of \$30,000 shall be awarded for the Scope of Work described herein. Project fees must be provided for each of the three phases of work. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of work described herein.

The submitted application shall consist of the following sections:

1. Cover Sheet detailing proposer's name, address, phone/fax numbers and e-mail and the date submitted.
2. Qualifications – This section should provide all pertinent information about the individuals, partnership and/or firm. They and any subcontractors shall have adequate resources to provide qualified personnel to complete all of the tasks described herein. Among the items included should be Attachment B – DSB Application Form Updated July 2016.
  - List of specific team members and/or subcontractors who will be assigned to this project. This list must include titles and assigned project tasks. Resumes of all persons who are expected to perform work on this project must be included.
  - List of comparable projects recently completed or currently underway. In particular, include a list of comparable projects done within the last five years, with all client's names and telephone numbers listed.
3. Organization of Work – The schedule for this project is as follows:

### Phase One – Baseline Documentation

Application due – November 30, 2016

Award of contract – December 19, 2016 at a public meeting of the Selectmen

Due date – February 8, 2017

### Phase Two – Regulatory Analysis and Design Concepts

Due Date – March 15, 2017

### Phase Three – Schematic Design and Construction Costs

Due Date – Draft Final Report – April 24, 2017

Final Report – May 1, 2017

This section must include a description of the consultant's approach to this project, methodology, understanding of the Town's needs, and expectations of assistance and services from the Town. If the work is to be divided among members of the firm and subcontractors, the responsibilities of each should be enumerated.

4. Please submit a statement acknowledging that all Certificates of Insurance will be maintained throughout this project. A contract with your firm will be contingent upon receipt of the Certificates of Insurance for the following criteria:

- 1) General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an

"Additional Insured."

- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Town should be named as an "Additional Insured."
- 3) Workers' Compensation Insurance as required by law.
- 4) Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate. The Town should be named as an Additional Insured.
- 5) Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 6) Umbrella Liability of at least \$5,000,000/ occurrence, \$5,000,000/aggregate. The Town should be named as an Additional Insured.
- 7) There shall be no Waiver of Subrogation language for the above coverage.



## V. SELECTION CRITERIA

### 1. Minimum Evaluation Criteria

The Selection Committee, which shall be established by the Bedford Selectmen, will first review each proposal to ascertain whether or not the following minimum criteria have been met:

- a. The proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

### 2. Comparative Evaluation Criteria

All responsive proposals will be judged against the **Comparative Evaluation Criteria** detailed below. The Town will rank each proposal as:

- a. Highly Advantageous - the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous - the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous - the proposal minimally meets the threshold for the specific criterion;
- d. Unacceptable - the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both. Proposals deemed to be non-responsive shall be given a ranking of Unacceptable.

The Selection Committee shall rate and rank each proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Selection Committee will then select the most overall advantageous proposal.

#### 1. **Quality and Depth of Project Experience**

**Highly Advantageous** - The project proposal demonstrates superior experience in providing services related to the Town's requirements. The project proposal demonstrates a wide depth of experience with similar public building projects (5 or more), and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

**Advantageous** - The project proposal demonstrates solid experience in providing services related to the Town's requirements. The project proposal demonstrates a good depth of experience with similar public building projects (3 or 4), and prior experience with municipally or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

**Not Advantageous** - The proposer has limited experience in providing services related to the Town's requirements or with similar public building projects (1 or 2), and prior experience with public or

private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

**Unacceptable** – The proposer has never before provided a service similar to the Town’s requirements, or has never before worked on a public building project.

## **2. Qualifications of the Proposer**

**Highly Advantageous** - The proposer’s resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

**Advantageous** - The proposer’s resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

**Not Advantageous** – The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

**Unacceptable** – The proposer does not have training, an educational background, or work experience appropriate to the Town’s project.

## **3. Desirability of approach to the project, demonstrated understanding of the community’s historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.**

**Highly Advantageous** – The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. All references confirm that consultant had met schedule expectations and delivered an "on-time" project.

**Advantageous** – The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements. Most references indicate that consultant was able to meet the agreed-upon project schedule.

**Not Advantageous** – The proposal demonstrates a basic approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. One reference indicates that consultant was unable to meet the agreed-upon project schedule.

**Unacceptable** – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. More than one reference indicates that consultant had been unable to meet the agreed-upon project schedule.

#### **4. Overall Quality of Client References**

**Highly Advantageous** – All references contacted speak favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

**Advantageous** – The great majority of references speak favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

**Not Advantageous** – One reference indicates that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

**Unacceptable** – More than one reference indicates there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

#### **5. Timeline of Proposal**

**Highly Advantageous** – Proposal reflects that proposer is able to complete the entire project within 30 days of contract execution.

**Advantageous** – Proposal reflects that proposer is able to complete the entire project within 45 days of contract execution.

**Not Advantageous** – Proposal reflects that proposer is able to complete the entire project within 60 days of contract execution.

**Unacceptable** – The proposer will not be able to complete the project until after 60 days of contract execution.

### **VI. INTERVIEWS**

After review of the proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required services. Interviewees will be ranked on their presentation.

### **VII. APPLICATION SUBMISSION**

Proposals will be received at the Town of Bedford, MA, Office of Town Manager, until **Wednesday, November 23, 2016 at 11:00 a.m.** Proposals received after that date and time will be rejected.

Please return proposals to:

**The mailing address for all deliveries and walk-in service is:**

**Town of Bedford, Town Manager's Office  
Town Hall - 10 Mudge Way  
Bedford, MA 01730**